

9 - MAY 1980

MEMORANDUM FOR: Chief, Logistics Services Division
Chief, Printing and Photography Division
Chief, Procurement Division
Chief, Procurement Management Staff
Chief, Real Estate and Construction Division
Chief, Supply Division

FROM:

[REDACTED]
Chief, Plans and Programs Staff

SUBJECT: DDA Office Evaluation Conferences

REFERENCE: Memo for Multi Adsee from C/MS/DDA dtd 29 Apr 80,
Subj: Schedule and Theme for Office Evaluation
Conference

1. The DDA has decided to schedule Office Evaluation conferences semiannually. Heretofore, these conferences were held annually. Accordingly, attached is the reference which is self-explanatory.

2. Because of the time constraints, each of you should limit your selection of topics to one, or at the most, two major issues that relate to the theme referenced in paragraph four. Please provide your presentation outline to this office no later than 27 May 1980. You should limit your outline to no more than two pages. The outline will be put on "butcher paper" for you to use during your presentation.

3. Please contact [REDACTED] if you need further assistance.

Attachment:
As stated

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